



GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-116	POSITION TITLE: Public Education Capital Financing and Funding Formula Project Specialist
OPENING DATE: 2/3/2023	CLOSING DATE: 2/10/2023
SALARY RANGE: Commensurate with Experience	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Vincent C. Gray Ward 7
TYPE OF APPOINTMENT: Full-Time NTE Excepted Service	DURATION OF APPOINTMENT: At-Will from 2/20/23 - 1/31/24
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

Ward 7 Councilmember Vincent C. Gray is seeking an employee with technical expertise in District of Columbia budget and capital finance, legislation, and education. The Attendance Boundary Zone Study and the Uniform-Per-Student-Funding-Formula (UPSFF) Adequacy Study are major projects that occur approximately once every 10 years and will have a long-term impact on the education of children in Ward 7. The incumbent in this position shall serve as an advisor to Councilmember Gray. This person shall have the following responsibilities:

- Meeting with educators, parents, students, and education advocates to facilitate discussion, solicit concerns, and answer questions about the following:
 - The Attendance Zone Boundary Study
 - Ward 7 capital project recommendations for education in the Fiscal Year 2024 budget and Facilities Master Plan changes related to the Boundary Study and
 - the Uniform-Per-Student-Funding-Formula (UPSFF) Adequacy Study.
- Meet with leaders within OSSE, DCPS, and the office of the Deputy Mayor for Education.

- Produce a written bi-weekly report of meetings and recommendations for Councilmember Gray with a goal of improving Ward 7 schools and educational outcomes for those educated in ward 7 schools.
- Make detailed recommendations to Councilmember Gray regarding the Attendance Zone Boundary Study, related Capital Facilities Master Plan changes, and the Uniform-Per-Student-Funding-Formula (UPSFF) Adequacy Study. A qualified candidate should be able to calculate and shift debt service amounts between different fiscal years in relationship to both the operating budget and capital projects, while ensuring that the changes do not violate the District of Columbia's 12% debt cap.
- Create a report for Ward 7 about the progress of Ward 7 schools, future capital building needs and goals and efforts to address this portion of the social determinates of health.

QUALIFICATIONS:

A qualified candidate shall have senior level expertise in D.C. government in the fields of law, education, or budget and finance, and:

- Good public speaking skills and a track record of speaking to residents across the District of Columbia about education and budget issues
- Drafted District of Columbia or federal legislation and shall cite in cover letter at least ten bills that have been personally drafted by the applicant, including work on at least one bill involving capital modernization of D.C. Public Schools
- A thorough understanding of District's legislative process with at least ten years of experience specifically working on D.C. legislation and
- A thorough knowledge of the District's operating and capital budgets in education.

HOW TO APPLY:

SEND COVER LETTER DETAILING SPECIALIZED EXPERIENCE & RESUME TO:

Sheila Bunn, Chief of Staff
Office of Ward 7 Councilmember Vincent C. Gray
1350 Pennsylvania Avenue NW, Suite 406
Washington, DC 20004

Or, by email to: sbunn@dccouncil.gov

NO PHONE CALLS, please. APPLICANTS WILL ONLY BE NOTIFIED IF AN INTERVIEW IS GRANTED.

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

COVID-19 VACCINATION POLICY:

The highest priority for the Council of the District of Columbia ("Council") is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees' well-being, as well as the health and safety of our volunteers, contractors and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
